

# Heads Up! Hartford Policies and Expectations - 2023

The following policies are in place to help provide a safe environment where campers and adults are able to live the HUH mission each and every day of Camp. All questions concerning policies should be referred to Camp Director Patti Cole at HeadsUpHartford@gmail.com or 860-416-0325.

## 1. Expected Behavior

All campers are expected to act in a mature and responsible manner. Campers are expected to show themselves, each other, and camp staff kindness and respect. Bullying, harassment, or intimidation are not acceptable at camp. During scheduled activities, the expectation is for campers to pay attention, give respect to the presenter, no horseplay, to be on time, and participate. At work sites, campers are expected to treat all people with respect, complete assigned work, and report to work on time every morning. We are working very hard to project a respected, valued image in the Hartford area community and we are looking to build respect for our program, which is imperative for future camps and community support.

## 2. Expected Dress

All campers are expected to dress in an appropriate manner both at worksites and during down time. For health and safety reasons (sun exposure, poison ivy, work site safety), a crew neck t-shirt is the preferred shirt style.

- Shirts should cover shoulders, abdomen, and chest
- Shorts/pants should cover the tops of legs
- Clothing must not contain captions, images and/or logos that could be disrespectful or offensive of others, including those suggesting or promoting violence, bigotry, alcohol, sex, or drugs.
- ONLY close-toed shoes (sneakers or boots) at work sites

Campers who do not adhere to this policy will be asked to go and change into appropriate clothing or may be given alternate clothing to wear.

## 3. Valuables

No one should bring valuables, including devices/electronics, jewelry, or excess cash to camp, as there is no place to lock and secure these items. If you bring valuables, you do so at your own risk.

## 4. Cell Phone Policy

Heads Up! Hartford is an unplugged and electronic free experience. Please leave all screens behind. We encourage interaction among the registered campers and no camper cell phones will be allowed. Campers may use camp staff's phones if they need to contact their family. Any cell phones observed in a camper's possession will be taken and securely stored to be returned at the end of the week.

## 5. Visitation Policy

No visitation will be allowed by the opposite sex in designated dorms. This applies to staff/counselors/volunteers (unless advised by a Camp Director) as well as campers.

One of the goals of the camp is to help the teens develop their leadership skills. We have found that limiting family visitation helps foster their independence. We recognize the desire for parents/guardians to check on their campers but we do not allow visitation during camp

unless you are volunteering, delivering something, or have prior approval by a Camp Director. Families are invited to the closing ceremonies at 7pm on the last day of camp, where you will experience the campers' energy and joys of the week. Parents with concerns about their child should contact the Camp Director. All volunteers and visitors must sign in at the front desk prior to participating in camp.

#### **6. Leave Time Policy**

No camper is allowed to leave HUH early or come late for any reason, or leave the Camp for any portion of time, without previous clearance from a Camp Director or their designee and an approved pickup/drop off plan coordinated with the family. In rare cases, a Camp Director may approve a limited absence but such requests must be approved prior to camp (email Patti Cole at HeadsUpHartford@gmail.com). Violation of this policy will be grounds for immediate dismissal from the Camp.

#### **7. Banned Substances, Objects, and Behaviors**

Absolutely no alcohol, drugs, smoking, vaping, violence or aggression, hate speech, weapons (including firearms, knives, etc), or sexual activities – any of these infractions by campers, counselors, staff, or any person entering camp premises will be cause for immediate dismissal from camp.

#### **8. Excessive PDAs**

Public displays of affection (PDAs) such as touching, kissing, and sitting on laps will not be tolerated. Excessive PDAs will be grounds for immediate camper/counselor dismissal or warnings, depending on severity of infraction.

#### **9. Right of Inspection**

All camper luggage will be searched at check-in for items such as drugs, alcohol, tobacco, OTC meds, and cell phones. A Camp Director as well as counselors and staff reserve the right to inspect campers' rooms and belongings at any time while Camp is in session to ensure that the above policies are being adhered to at all times.

#### **10. Discipline**

Anyone violating these policies or acting in a disruptive or unruly manner will be referred to the Camp Director for appropriate action. A Camp Director reserves the right, in their discretion, to dismiss a camper, counselor, staff, or volunteer, and to call parents for immediate pick-up if necessary.

#### **11. Behavior Management**

The HUH Camp revolves around mutual trust and respect. Counselors and staff will do their best to work with campers in helping them make the best behavior choices. Counselors and staff will follow the steps outlined below in reinforcing positive behavior and changing any negative behavior.

- Positive Reinforcement: Staff will strive to give as many positive comments and as much recognition as possible to campers who are meeting expectations.
- Friendly Reminder: Staff will give a quiet reminder, explain any inappropriate behavior, and let the camper know what is expected and the consequences associated if the negative behavior continues.
- Time Out: Staff may use a timeout period to redirect and focus the camper's behavior.
- Conference with Camp Director: Staff will inform a camp director if a problem continues.

- Parent Phone Call: If problems continue, a camp director will contact the camper's parents. The parent may be asked to come and pick up their camper.

Major Rule Violations: These include aggressive action taken by any person toward another person or blatant disregard of the rules. Examples of major rule violations include aggressive physical contact (pushing, shoving, hitting, fighting, etc.); any verbal abuse (cursing, threats, teasing, etc.); destruction of property (other person's belongings, camp materials, or public property). These violations will be dealt with as follows:

- First Offense: A written discipline report will be given and the parent(s) will be contacted by phone. Depending on the severity of the offense, the family may also be asked to pick up the camper immediately, and the camper may be dismissed from camp, with no refund of camp fees.
- Second offense: Further violations of a major rule could result in expulsion from camp with no fee refund and no opportunity to return in the future.

**I am a Camper:**

I hereby agree to participate respectfully in HUH and to abide by the rules laid down and noted above for the week. I understand that I may be dismissed from HUH camp if I do not comply. I will not bring a cell phone or other device to this event. I understand that if I need to contact my family, I can ask any staff member to use their phone.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I am a Parent/Guardian of a Camper:**

I understand the policies as stated and have discussed them with my child. Both my child and I are in complete agreement with the policies as stated.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**I am a Counselor/Staff Person:**

I understand the policies as stated, agree to adhere to the above stated policies, and agree to hold campers accountable for these policies.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_